

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.

CHECK ONE: ☐ NEW POSITION ☒ **EXISTING POSITION**

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Larned Juvenile Correctional Facility		9. Position No.	10. Budget Program Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Juvenile Corrections Officer I	
3. Division Juvenile Corrections		12. Proposed Class Title	
4. Section	For Use By Personnel Office	13. Allocation	
5. Unit		14. Effective Date	
6. Location (address where employee works) City: Larned County: Pawnee		15. By _____ Approved	
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %100		16. Audit Date: _____ By: _____ Date: _____ By: _____	
8. Regular hours of work: (circle appropriate time) FROM: _____ AS NEEDED TO: _____		17. Audit Date: _____ By: _____ Date: _____ By: _____	

PART II - To be completed by department head, personnel office or supervisor of the position

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Juvenile Corrections Officers receive 160 hours of basic training and 40 hours of annual training including quarterly Handle With Care (HWC) certification. This training is designed to assist incumbent in performing duties and responsibilities. Written and oral instructions are received from the supervisor, Group and Shift Manager, and other management. Further guidance is available through regular on-the-job training in such areas as federal and state laws, regulations, post orders, institution policies and procedures, Superintendent memos and staff meetings. Details and specific instructions are provided in post orders and facility operations orders , and internal management policies and procedures.

21. Describe the work of this position using this page or one additional page only. Use the following format for describing job duties: **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

	<p>This position rotates duty posts as specified by facility operations orders and in accordance with the Teamsters Memorandum of Agreement (MOA). Actual percentage and duty as evaluated may vary due to rotation and post assignments. Percentages are taken as an average conditioned by on-going rotation. Staff in these positions are required to stay at their post until properly relieved and are required to return to duty when recalled during emergency situations.</p>
1. 20%	<p>Supervise, maintain discipline and control of youth residents in their living quarters, at meals, in classrooms, at work sites, activities and program areas, bathing areas; while they are being escorted throughout the facility and off grounds as necessary. Closely monitor youth residents segregated for punitive, protective and administrative purposes. Remain alert and attentive at all times. Counsel with residents to ensure compliance with the Behavior Management System and assist with their needs. Record all incidents reports in the admissions, classification and evaluation modules (ACE) and complete required documentation prior to leaving post. Make timely referrals to professional counseling staff. Maintain proper relations with the youth residents by remaining firm, fair, and consistent.</p>
2. 20%	<p>Supervise movement of residents by alert observation to maintain a secure and controlled environment. All youth resident movement throughout the facility and off grounds is achieved by officer escort procedures. Conduct resident counts before, during and after escort to maintain security. Ensure residents know, understand and comply with the rules and regulations and enforce consequences for rule violations. Monitor deviations in youth resident conduct and behavior to prevent disturbances or escapes. Report incidents or behaviors that deviate from the youth resident's general profile or that could cause an immediate problem. Maintain contact with other on-duty officers to facilitate on-going accountability of residents.</p>
3. 20%	<p>Respond to facility/unit emergency and crisis situations utilizing the appropriate contingency plans. Proceed to area, analyze situation accurately and react quickly to properly secure area. If an escape has occurred, return to the facility to respond to the facility emergency and assist in the search, apprehension and safe return of the resident to the facility. Operate gates and doors mechanically when electric power is shut down. When necessary, physically restrain or subdue residents using approved crisis intervention/physical intervention techniques. Operate all emergency equipment such as fire-extinguishers as required, performs Handle with Care (HWC) techniques, administer first aid and/or CPR when necessary.</p>
4. 15%	<p>Instruct youth residents in personal hygiene, social skills and acceptable methods of detail cleaning so that youth residents may acquire essential life skills.</p>
5. 10%	<p>Provide exterior and interior checks of all facility buildings during the shift to ensure the buildings are secure and that no unauthorized persons are inside. Patrol perimeter area either by foot or patrol vehicle in order to observe areas for violation of laws and regulations. Conduct searches for contraband in areas of responsibility, including the residents, buildings and vehicles, to prevent the secreting of contraband and fabrication of weapons or other contraband. Conduct physical search of premises from floor to ceiling and involves climbing on furniture and ladders to reach high places. Control items of a security nature such as radios, tools, locks, keys, mechanical restraints, medical equipment and medication. Observe physical facility for deviations from normal, which might indicate drugs or weapons being manufactured, imported or hidden within the facility.</p>
6. 10%	<p>Follow established security procedures in controlling visitors, staff, youth resident and vehicular traffic to prevent the admittance or exit of unauthorized persons and the introduction of contraband. This procedure requires searches and pat downs and may include full shakedown of vehicles. Operate control point/access center and associated equipment in security control center and the main gate to the facility. Responsible for conducting institutional counts and tabulating numbers to ensure accuracy of youth resident population.</p>
7. 5%	<p>Perform other duties as assigned by a Sergeant, Lieutenant, Captain, Deputy Superintendent or Superintendent.</p>
	<p>* This position is subject to regular rotation to any post and/or shift within the facility.</p> <p>**Must be capable of performing Essential Physical Functions (See attachment to Position Description)</p> <p>*** Regular and predictable attendance is an essential function of this position.</p>

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- 22.a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - ☐ Plans, staffs, evaluates, and directs work of employees of a work unit.
 - ☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

Although management decisions are not made at this level, the Juvenile Corrections Officers in most areas, is the front line officer and makes many important decisions in supervising youth residents.

The Juvenile Corrections officer supervises youth residents in living units, shower rooms, recreation areas, during visitations and while on transfers to activities, dining room, or other facility functions in order to maintain security, safety, sanitation and good order of the facility.

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23. Which statement best describes the results of error in action or decision of this employee?
- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
 - ☐ Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - ☐ Major program failure, major property loss, or serious injury or incapacitation.
 - ☒ Loss of life, disruption of operations of a major agency.
- Please give examples.

Incumbent supervises the activities of youth residents in a correctional facility. Decisions commit the agency to the extent of legal liabilities for health, safety and welfare of youth residents; and, to a reasonable extent, for the protection of employees and the public. Normal consequences of error in judgment could include introduction of contraband, escapes, assaults, major disturbance, drug abuse, impaired public relations, and danger to welfare of youth residents and employees, legal liability and embarrassment to this facility and the State of Kansas.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

In addition to regular daily contacts with fellow officers, supervisors, officials and youth residents, the Juvenile Corrections Officer has contact with facility visitors, resident family members, and visitors from government or civic groups. Contacts are for transporting youth residents to services in the community, giving or receiving instructions, explaining rules and regulations, and, in the case of youth residents, reprimanding, commending or advising, and for any other purpose that will promote or fulfill the policies and goals of the Kansas Juvenile Justice Authority and this facility.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Because this position is in a juvenile correctional facility, Incumbent works under conditions of the threat of assault, murder, escape, fire, riots and/or other disturbances, which could result in the injury or death of the Incumbent. The Incumbent is subjected to extremes of heat and cold and poor ventilation. Incumbent may be called back or kept over without notice. Incumbent is in the position of controlling youth residents actions or behavior, which can lead to physical confrontation. Because of the physical structure of this facility and the necessity for staffing flexibility, Incumbent may be required to work at above-ground levels and negotiate stairs and swinging doors, which requires mobility.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Frequently uses hand-held two-way radios and differing types of approved manual restraints including handcuffs. May be required to operate manual locking devices. Also may utilize a computer and printer for reports and logs daily. May also be required to utilize an intercom, telephone systems, on a normal basis. May be asked to operate a facility vehicle.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

High school diploma or equivalent.

Education or Training - Special or professional

Completion of Kansas Juvenile Justice Authority Basic Officer training program. Annual In-service training.

Licenses, certificates and registrations

Certification as a Juvenile Corrections Officer by the Commissioner of JJA. This certification is issued upon completion of the Basic Training and must be renewed annually as prescribed by the Commissioner. Valid Driver's License. CPR as provided in annual in-service training. Attends and successfully completes all required HWC training. Must maintain HWC certification.

Special knowledge, skills and abilities

Ability to deal effectively with individuals under restraint. Knowledge of procedures and practices of supervising youth residents confined to a juvenile correctional facility. Ability to stand for long periods of time, respond quickly to emergencies, and use force to subdue violent youth residents. Also:

- a. Must be 21 years of age at time of appointment;
- b. High School Diploma or G.E.D.;
- c. Free of felony convictions or adjudication, whether or not expunged;
- d. Free of conviction or adjudication by a court of law or court-martial, of a crime punishable by imprisonment for a term exceeding one year (whether or not the sentence was imposed);
- e. Free of conviction as an adult of Driving Under the Influence (or comparable law regarding driving while intoxicated or under the influence of a controlled substance) in the past 24 months, as an adult or juvenile;
- f. Free of conviction or adjudication of a misdemeanor involving drug use or possession in the past 60 months;
- g. Free of any criminal charges, indictments or outstanding warrants pending;
- h. Candidate must take and pass a drug screening test approved by Div. of Personnel Services.
- i. Candidate must take and pass a post-offer work screen.

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Incumbent must possess good overall physical and mental condition consistent with the unassisted ability to perform, with or without reasonable accommodation, all statutorily defined activities, duties, and tasks of a Juvenile Corrections Officer. These activities, duties and tasks are presumed to include the responsibilities as set out in Section 21, 23, 24, 25, and 27 above, including exerting supervision and control over youth residents.

A Juvenile Corrections Officer/Specialist must be able to: stand for long period in all weather conditions; respond quickly to emergencies; use physical force to subdue or restrain violent or combative youth residents; maintain qualification in First Aid/CPR/mechanical restraints/HWC; rotate to a variety of shifts and post assignments; manually operate gates and control panels; lift/carry/assist with evacuation of unconscious or unwilling youth residents; crouch/climb/kneel/crawl as necessary for conducting searches, run/run up and down stairs/run distance(s) and deal effectively with youth residents immediately upon arrival; have correctable and peripheral vision adequate to observe activities of youth residents and read instructions.

Approved:

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date

ESSENTIAL PHYSICAL FUNCTIONS

JUVENILE CORRECTIONS SPECIALIST & JUVENILE CORRECTIONS OFFICER

- √ **Regularly Done:** This function is done on the job on a routine basis, such as every day or every week.
- √ **Critical:** This function is done rarely, but when it is performed, it is critical to safety and security staff, residents and/or the public.

FUNCTION	REGULARLY DONE	CRITICAL	Note which functions not able to perform.
Stand for periods of time	X		
Walk or otherwise move about generally through a facility or office for just a few minutes at a time	X		
Walk or otherwise move about for extended periods of time, up to 6 hours per day	X		
Talk, or otherwise convey information	X		
Talk or otherwise convey information to testify in court or other proceedings (such as resident disciplinary proceedings)		X	
Hear, or otherwise receive information	X		
Comprehend agency operations	X		
See, with close, distance and peripheral vision, depth perception and the ability to adjust focus	X		
Read	X		
Use hands and fingers to write	X		
Use hands and fingers to operate a telephone	X		
Use hands and fingers to manually operate doors, keys, gates, control panels	X		
Reach with hands and arms	X		
Lift, carry and/or move up to 20 pounds	X		
Lift, carry and/or move up to 40 pounds		X	
Use emergency equipment		X	
Use safety equipment		X	
Sit	X		
Stoop	X		

FUNCTION	REGULARLY DONE	CRITICAL	Note which functions not able to perform.
Kneel	X		
Crouch	X		
Run		X	
Use stairs	X		
Climb		X	
Balance		X	
Crawl		X	
Talk to and try to calm residents who are agitated, angry or upset		X	
Remain calm under stress	X		
Use chemicals, including cleaning elements, maintenance materials (such as paint)	X		
Use hands, fingers, eyes, back, arms shoulders and legs to operate computer equipment for up to 4 hours per day	X		
Use arms, legs, back, fingers, eyes, arms, and shoulders to file papers or files for up to 2 hours per day	X		
Pull files from file drawers or cabinets	X		
Transport residents on the grounds of a facility with restraints		X	
Transport residents on the grounds of a facility without restraints	X		
Transport residents off grounds with restraints		X	
Transport residents off grounds without restraints		X	
Physically restrain a violent resident		X	
Assist in evacuation of an unconscious or unwilling resident, including by use of physical force, lifting, pulling, pushing, and holding		X	
Use eyes, hands, arms, shoulders, back, legs, and/or mouth to administer first aid		X	
Use eyes, hands, arms, shoulders, back and legs to conduct pat-down frisk or body search		X	
Handcuff an resident		X	
Physically restrain a person in custody		X	
Put leg and belly chains on an resident		X	

FUNCTION	REGULARLY DONE	CRITICAL	Note which functions not able to perform.
Enter and exit a vehicle without assistance	X		
Sit in a vehicle for long periods of time		X	
Work in hotter or colder than usual temperature at times	X		
Work in extreme weather, hot or cold		X	
Do multiple functions at once	X		
Operate a car/van	X		
Use hands, fingers and arms to handle and use tools and equipment of varying sizes		X	

Please indicate in the column which essential function can not be performed.